



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**SENIOR MANAGEMENT AUDITOR
\$5576 - \$7063
ORGANIZATIONAL ACCOUNTABILITY OFFICE
SACRAMENTO**

RESPONSIBILITIES:

Under the general direction of the Chief Deputy Commissioner, the incumbent serves as the Chief of the Department's Organizational Accountability Office and is responsible for supervising Staff Services/Associate Management Auditors who design and perform highly complex, technical, sensitive, and/or confidential internal management audits, reviews, or special studies including: the biennial internal control reviews required by the Financial Integrity and State Manager's Accountability Act of 1983 (Government Code Section 13400-13407) and Chapter 20000 of the State Administrative Manual (SAM); performance and financial audits; special studies as directed to determine program effectiveness, efficiency, and compliance with applicable laws and regulations; and conduct internal investigations of employee fraud, misuse of state property, or abuse of power. The incumbent is responsible for assisting in developing plans and alternatives for increasing the efficiency and effectiveness of departmental audits; recommending program improvements; and communicating effectively with all levels of departmental management and staff, including the Insurance Commissioner. Additionally, the incumbent is responsible for ensuring that audit responses are timely, accurate, and reasonable, as well as for reporting audit issues to management.

This is a working-level supervisory position, and the incumbent will be required to perform the more complex and sensitive duties of the unit, as required. Travel may be required as much as 25% of the time.

DESIRABLE QUALIFICATIONS:

- Extensive knowledge of and experience in principles and practices of State organizational management, accounting, and auditing a variety of complex programs
- Ability to effectively supervise and motivate staff
- Strong analytical skills
- Excellent interpersonal skills, including the ability to gain and maintain cooperative working relationships at all levels
- Excellent oral and written communication skills
- Demonstrated initiative, flexibility, and tact
- Ability to meet deadlines and perform well under pressure

01/24/13MF

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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WHO MAY APPLY:

Applications will be accepted from current State employees at the Senior Management Auditor level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

APPLICATION PROCEDURE:

Send a completed standard State of California application and a "Statement of Qualifications" to Maria Fuentes, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Senior Management Auditor #413-194-4161-XXX" on the State application.** For additional information, please contact 916-492-3309 or Maria.Fuentes@insurance.ca.gov

FINAL FILING DATE: Tuesday, February 5, 2013 – Close of Business

NOTE: Interested individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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